

## **Making Data Entry Work for You: Common Questions About the CBDR**

### **Q: What is the timeframe for inputting patients/clients into the CBDR?**

**A:** It typically takes around 20 minutes, depending on how complex the case is, how much you've customized your CBDR database by hiding fields not relevant to your practice, and how often you enter records (and therefore how familiar you are with the data entry form).

### **Q: How can I speed up data input processing?**

**A:** The more data you enter into your database, the faster you will become at completing an episode.

There are many techniques and strategies to help streamline the data entry process, including hiding the optional fields. We are happy to walk through these and help you set up the best methods for your practice. Please contact our data doula Sahra Malin [here](#) to set up a time.

In addition, we also have created a pdf document that you can print and fill out (fillable pdf version coming soon!). This document has everything you'll need for putting data into the CBDR, all in order. Using this sheet to abstract data from your charts will save a lot of time. This can be found [LINK TO FHCQ WEBSITE wherever this document lives]

### **Q: Is it possible to enter birth data from previous years, and what is the timeframe for inputting this information into the CBDR database?**

**A:** Yes, you can input birth data from previous years. For the timeline of when data needs to be entered, please see the “**What Data, When?**” chart, included in this email.

### **Q: Can I transfer my data from MANA or any other organizations that I used previously?**

**A:** There is not a way to automatically “transfer” the data from one database to another. If you have access to an export of your historical data, we can help you understand ways to get that data entered in the most efficient manner. Entering your historical data is optional. Having your data all in one place however, will be beneficial in letting you see trends over time and the impact of any changes in practice.

### **Q: Can I enter data on births that occurred prior to 2024?**

**A:** It's fine to input older data. The data that must be submitted by June 5, 2025 is for episodes with a 2024 EDD. If your practice signed up sometime during 2024, please input all data beginning with the date your contract started.

### **Q: My community birth client transferred to the hospital. When I enter this client's data, should I answer questions that apply to care that was delivered after the transfer, if I have the records from the hospital? If my client's baby is born in the hospital after a transfer, should I log the newborn information if I know it?**

**A:** Data from transfers are extremely important to track. Please enter everything you know post-transfer, for both mother and newborn.

**Q: What if my client transfers to a hospital that already enters data into OB COAP?**

**A:** When you enter your data, you will be asked: "Is the transfer facility an OB COAP Participant?" Clicking "yes" on this question allows us to make sure this record is not counted twice for that hospital, but it does not auto-populate data into the CBDR. Please still enter all data that you can, for events that happened post-transfer.

**Q: If there is a client who has a miscarriage before 20 weeks, should we enter that client?**

**A:** If the client has already had a prenatal visit with you, please enter all data (demographics, history, etc) that you can, then indicate the pregnancy ended with a miscarriage. If the client has *not* yet had a prenatal visit, you can either choose to enter data or not.

**What Data, When?**

*Which data to submit when—and why it matters.*

Data Type	Submission Deadline	The Deadline, Explained
<b>Historical Data</b>  Births from 2023 or before AND  Births from 2024 that occurred prior to your joining CBDR	Any time	Having all of your data in one place, in the CBDR, will be very helpful for you and your practice in examining trends over time and understanding the impact of any QI initiatives or changes in practice. The CBDR is not relying on these data for our reports, so you can enter it at your convenience.

<p><b>Reporting Year 2024</b></p> <p>Births from 2024 that occurred AFTER you joined the CBDR</p> <p>(Released summer 2025)</p>	<p><b>June 5, 2025</b> — in response to your requests, for this first year only, we are extending the deadline to <b>June 5, 2025!</b></p>	<p>Participation in the CBDR requires that each practice (individual or group) enter all data for the most recent reporting year by May 5* in order to maintain the completeness and integrity of the database. Ensuring that all members submit data on all records is necessary for aggregate reporting, benchmarking, and research. As outlined in the Information Sharing Agreement entered into upon joining, you will be asked to submit an attestation of complete data submission each year.</p> <p>*We understand that this is new for all of you, and therefore have extended the deadline for this year only (2024 data) to June 5, 2025, to give you a bit more time.</p>
<p><b>Reporting Year 2025</b></p> <p>Births from 2025</p> <p>(Released summer 2026)</p>	<p>May 5, 2026</p>	<p>As above, the births for the most recent reporting year must be in by May 5.</p>
<p><b>Reporting Year 2026</b></p> <p>Births from 2026</p> <p>(Released summer 2027)</p>	<p>May 5, 2027</p>	<p>As above, the births for the most recent reporting year must be in by May 5.</p>